

# *Recordkeeping* of Occupational Injuries and Illnesses

## *1 Who Should Attend . . .*

This workshop is a must for anyone concerned about health and safety on the job including:

- ▶ Managers concerned about liability and workers' compensation costs
- ▶ Employees who want to learn proper techniques for protecting their safety and health at work
- ▶ Business owners who want to learn about compliance with Michigan Occupational Safety and Health Administration (MIOSHA)

## *2 Why You Need This Workshop . .*

- ▶ To reduce disabling injuries and illnesses to employees - and to ensure that every worker goes home safe and healthy every day.
- ▶ To reduce the high costs of work-related injuries. Nationally, employers spent an estimated 50.8 billion on wage payments and medical care for workers hurt on the job. (*Liberty Mutual Safety Index 2005*) This is only a portion of the total costs of work-related injuries. Indirect costs such as overtime, training and lost productivity can also burden employers.
- ▶ To enhance your company's bottom line. A strong safety and health commitment not only protects workers, it also reduces workers compensation costs, improves employee morale, and increases production and quality.

## *3 What You'll Learn . . .*

This MIOSHA program is designed to help employers ensure that their organization complies with MIOSHA recordkeeping requirements as contained in MIOSHA Administrative Rules Part 11, Recording and Reporting of Occupational Injuries and Illnesses. In addition to learning and understanding the "recordability" of work related injuries and illnesses, attendees will actively participate in a group exercise to complete the OSHA 300 log, 301 and 300A forms. Using this data, participants calculate injury and illness rates and learn how to compare these rates to other companies within their Standard Industrial Classification (SIC) or the new North American Industrial Classification System (NAICS).

### **Agenda**

*We offer a flexible  
program agenda  
to emphasize the  
health and safety  
topics you  
want most.*

- ▶ Understand the benefits of maintaining and analyzing the 300 Log to determine accident causes and opportunities to prevent recurrence of occupational injuries and illnesses.
- ▶ Learn what types of work-related injury and illness cases are required to be recorded on the 300 Log.

# Facilitator

Debra Gundry has been with the State of Michigan since 1979. She is a graduate of Michigan State University and joined the Consultation Education and Training Division as a MIOSHA consultant in 1992. Debra provides services for the Lansing area including Shiawassee, Clinton, Ionia, Ingham, and Eaton counties.

Debra's duties include consultative services to establish a company or organization's safety program; and planning and conducting training programs for management, trainers, supervisors, and employees regarding the Michigan Occupational Safety and Health standards. She serves on several CET committees.



**Debra Gundry**  
*Occupational Safety Consultant,  
MIOSHA, CET Division*

## Program Details

DATE:	January 11, 2007	TIME:	Check-in - 8:30 a.m. Program - 9:00 a.m. to 12:00 p.m.
LOCATION:	Lansing Area Safety Council 3315 S. Pennsylvania Lansing, Michigan 48910	DEADLINE:	Register by January 5, 2007 Please register early!
COST:	\$30 per person Includes course materials.	CONTACT:	Sandy Long at 517.394.4614 or 866.423.7233 or <a href="mailto:info@safetycouncil.org">info@safetycouncil.org</a>

**COSPONSOR: Lansing Area Safety Council**

If this valuable seminar doesn't fit with your schedule or position, please pass this flyer on to a colleague.

## How to Register

Recordkeeping of Occupational  
Injuries and Illnesses

Complete information at right to  
register by:

- ▶ **Phone:** 517.394.4614 or 866.423.7233
- ▶ **Fax:** 517.394.1117
- ▶ **Web:** [www.safetycouncil.org/classlist.html](http://www.safetycouncil.org/classlist.html)
- ▶ **Mail:** Lansing Area Safety Council  
3315 S. Pennsylvania  
Lansing, MI 48910  
Atten: Sandy Long

Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Number Attending: \_\_\_\_\_ @ \$30 each = \$ \_\_\_\_\_  
Mastercard or Visa #: \_\_\_\_\_  
Signature: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

All meetings are accessible and barrier free. Please contact the cosponsor or CET Division, at least two weeks in advance, to request necessary accommodations.

The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your need known to this agency at least two weeks in advance.